

TOWN OF NORTH ANDOVER

JOB POSTING

The Finance Division is accepting applications for one (1) Assistant Town Accountant on a full-time 37.5 hours per week basis.

Summary of Duties: Responsible for performing and assisting in a variety of municipal accounting duties. Provide advice and assistance to all municipal departments and to employees on payroll matters.

Essential Functions: Produce accounts payable checks for School, School lunch and School Building. File accounts payables. Produce reconciliation files of payroll and accounts payable and transfer electronically to banks. Provide advice and assistance to school departments related to accounts payable matters. Produce various reports including budget status for expenditures, revenue and continuing appropriations; generate general ledger and payroll system reports as requested; year-end audits; and other periodic reports as assigned. Review and post daily deposits. Reconcile liability accounts, motor vehicle receivables and Hopkington bill receivable. Enter journal entries and perform budget reallocations as needed. Maintain vendor accounts payable file, perform vouchering and produce bi-weekly warrants, collect, verify and enter W-9 forms. Act as back-up Payroll Coordinator. Perform routine duties of the Town Accountant in his/her absence.

Qualifications: Associate's degree in accounting or business management; five years of responsible experience in municipal financial administration preferred; or any combination of education and experience. Munis experience preferred.

Compensation: The salary is \$45,600 - \$48,000. This position is subject to the Town of North Andover's Personnel Policy.

Deadline: Send cover letter and resume to: Jobs@northandoverma.gov. Priority consideration will be given to applications received by August 1, 2016 however, position is open until filled.

The Town of North Andover is an Equal Opportunity Employer

Revised July 14, 2016